

OFFICE OF SECURE TRANSPORTATION

POLICY NUMBER: 3.08

TITLE: Safeguards and Security Training

EFFECTIVE DATE: 26 June 2006

PURPOSE: Establish guidelines for Safeguards and Security (S&S) training provided by Office of Secure Transportation (OST).

SCOPE: All Offices, Divisions/Commands, Branches and contractors in support of OST operations shall comply with this policy.

PROPONENT: Office of Mission Operations (OMO) /Training and Logistics Command (TRALOC)

REFERENCES:

- DOE P 470.1, *Integrated Safeguards and Security Management (ISSM) Policy*, dated 5-08-01
- DOE P 450.4, *Safety Management System Policy*, dated 10-15-96
- DOE O 470.4, *Safeguards and Security Program*, dated 8-26-05
- DOE M 470.4-1 Chg 1, *Safeguards and Security Program Planning and Management*, dated 8-26-05
- DOE M 470.4-2 Chg 1, *Physical Protection*, dated 8-26-05
- DOE M 470.4-3 Chg 1, *Protective Force*, dated 8-26-05
- DOE M 470.4-4, *Information Security*, dated 8-26-05
- DOE M 470.4-5, *Personnel Security*, dated 8-26-05
- DOE M 470.4-6, *Nuclear Materials and Accountability*, dated 8-26-05
- OST SOP Safeguards and Security Training (Access thru LPAC on OST-Web)
- OST Safeguards and Security Training Manual (Access thru LPAC on OST-Web)
- OST Safeguards and Security Curriculum Manual (Access thru LPAC on OST-Web)

POLICY

1. General Information

- a. DOE M 470.4-1 requires any S&S training programs not conducted by the National Training Center (NTC) be certified through the Training Approval Program (TAP).
- b. The following security training programs are considered key S&S program elements and must be trained in accordance with the OST certified TAP program.
 - (1) Program Planning and Management
 - (2) Personnel Security
 - (3) Physical Protection
 - (4) Protective Force
 - (5) Information Security

2. Responsibilities

- a. The Assistant Deputy Administrator (ADA), OST is the approving authority for this policy. The ADA shall:
 - (1) Establish the mission requirement for OST.
 - (2) Approve high risk assessments for OST training activities
 - (3) Approve waivers or exemptions for OST training.

- (4) Provide independent oversight of training.
- b. The Manager, Office of Mission Operations (OMO) is responsible for the implementation of this policy. The Manager, OMO shall:
 - (1) Review mission requirements and establish a Five-Year Training Plan.
 - (2) Approve medium risk assessments for OMO training activities.
 - (3) Resource training to achieve the Five-Year Training Plan.
 - (4) Define the standards for training success.
 - (5) Direct training through TRALOC.
 - (6) Direct training through Agent Operations Commands.
- c. The Manager, Office of Support (OS) shall:
 - (1) Support OST as needed to ensure the success of training activities.
 - (2) Approve medium risk assessments for OS training activities.
- d. The Director, TRALOC shall:
 - (1) Perform required duties as the OST Training Program Manager.
 - (2) Direct Federal Agent training conducted by TRALOC.
 - (3) Ensure TAP recertification as required by DOE M. 470.4-1.
 - (4) Develop SOPs and manuals in support of this policy.
- e. Directors, Agent Operations Commands are responsible for Unit training with respect to their Command.
- f. Command/Division Directors and Branch Chiefs shall ensure processes and procedures are followed and both DOE/NNSA and OST standards are met.
- g. Directors, Commands/Divisions shall be responsible for approving low risk assessments for training activities with respect to their Command/Division.
- h. All Managers and Directors shall identify training needs at the annual Training Conference.
- i. Training and Course Managers shall begin planning processes in sufficient time to complete all requirements and documentation 60 days prior to execution.
- j. Directors, Commands/Divisions will ensure completed currency, qualification, and applicable training is recorded in the OST Qualification and Training System (QTS).

3. Requirements

- a. This policy is supported by OST SOP Safeguards and Security Training, OST Safeguards and Security Training Manual and OST Safeguards and Security Curriculum Manual.
- b. OST/TRALOC will conduct an Annual Training Conference and publish training requirements in future year Training Program Plan (TPP).
- c. All training conducted with Force-on-Force (FoF), Multiple Integrated Laser Engagement System (MILES), Dye Marker Cartridges (DMC), vendor training, or qualification for Protective Forces in OST will comply with this policy, OST SOP Safeguards and Security Training, OST Safeguards and Security Training Manual and OST Safeguards and Security Curriculum Manual.

OFFICIAL:



Dennis J. Reese, Acting Assistant Deputy Administrator
Office of Secure Transportation